TAB

25X1A

1. THAT THE SUBJECT-NUMERIC FILE SYSTEM OUTLINED IN HB███████ BE
   INSTALLED IN THE CORRESPONDENCE FILES OF EXECUTIVE REGISTRY.

   The present system of filing in Executive Registry is primarily one
   of source (Agency, Office or individual by name). Direct access to
   the documents in file is therefore limited to a requester's knowledge
   of the originator or addressee of a document. As an aid in locating
   requests received by subject, abstract cards prepared as cross re-
   ferences, are filed by subject.

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   The subject-numeric file system outlined in HB███████ was adopted
   by the Agency as the file plan for the files maintained for the
   heads of all organizational levels. During the past four years this
   system has grown in its acceptance throughout the Agency to cover
   over 176 separate installations in headquarters or over 50% of the
   Agency's potential. In a visit to the Registries serving the Secre-
   tary of the Navy and the Administrator, General Services Adminis-
   tration, we found that the subject-numeric file system was excellent
   for their research requirements. The subject-numeric system would
   benefit your office as follows:

   a. Provide direct accessibility to documents by subject
      requests.

   b. Bring together all related material regardless of source.

   c. Provide a standard file classification plan that (1) is
      not affected by personnel turnover, and (2) makes avail-
      able to the Registry a source for replacements from the
      more than 300 headquarters personnel now trained in the
      system.

TAB

2. THAT CERTAIN OFFICES OF THE DCI AND CERTAIN OFFICES BEING SERVICED BY THE EXECUTIVE REGISTRY BE ESTABLISHED AS THE OFFICE OF RECORD FOR THEIR FUNCTIONS.

Records Control Schedules now in effect have designated components of the Office of DCI and certain components serviced by the Executive Registry as the offices of record for material received, originated, or signed by them. These components are: Inspector General, Cable Secretariat, and Deputy Director Intelligence. In addition to the above offices, it is recommended that Records Control Schedules be developed to designate the following components as offices of record for their material: Special Assistant for Planning and Development ▓▓▓▓▓▓▓, Special Assistant ▓▓▓▓▓▓▓▓▓, and Administrative Officer ▓▓▓▓▓▓▓▓▓. These offices have indicated that they now have the complete record of their activity and do not use the files of Executive Registry.

Recommend that Executive Registry therefore be established as the office of record for the immediate office of the DCI to include only the following: DCI, Executive Officer, Assistants to, and the DDC. Furthermore, that material now maintained in the Registry organizational files on components other than the above be offered to these components for their retention or destruction, as they already have duplicates of these records in their files. An exception to this would be the retention by the Executive Registry of copies of correspondence signed by the Director or Deputy Director or any official in the immediate office of DCI.

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TAB

3. THAT CORRESPONDENCE FILES OF EXECUTIVE REGISTRY BE TERMINATED AT THE END OF EACH CALENDAR YEAR AND THAT THE TERMINATED BLOC OF ANNUAL FILES BE TRANSFERRED TO THE RECORDS CENTER TWO YEARS AFTER TERMINATION FOR PERMANENT PRESERVATION.

A records disposition plan for systematic removal of inactive records is the best answer to the problem of ever-expanding files. Eventually all files should reach the ultimate when the volume of inactive files removed annually is equal to the volume created during the same period. Annual cut-off and retirement of inactive files have wide acceptance throughout the government as well as in the Agency. Although the retention period recommended (the current year plus the two preceding years) is somewhat arbitrary, even shorter periods are proving sufficient in many offices of the Agency. The cut-off and retirement plan would provide the following benefits:

a. Reduce volume and save floor and safe space. Several safes could be returned to supply for reissue.

b. Facilitate search for current records by eliminating old and inactive material.

c. Eliminate screening individual papers which is time consuming and costly.

TAB

4. THAT STANDARD FOLDERS AND GUIDES BE ADOPTED FOR USE IN THE
EXECUTIVE REGISTRY.

25X1A   By Agency Notice No. ████████ standard folders and guides were
adopted for use throughout the Agency. This reduced procuring
and stocking of over 64 types of folders to 9 standard items.
Most of the folders presently used in Executive Registry are the
double pressboard folders which cost 25¢ each as compared with
the 2¢ cost for the standard folder. The standard folder has wide
acceptance in the Agency and is used in many active operational
files. Such folders would stand the wear and activity of the files
during their retention period in the office and serve adequately
for storage at the Records Center when inactive. The principal
benefits are those of economy and are as follows:

      a. Savings of 23¢ on each folder.

      b. A gain of one foot of file space for every four drawers
         now using double pressboard folders.

      c. Standard folders are always available in building
         supply offices.

TAB

5. THAT LOGGING OF DOCUMENTS AND PREPARATION OF ABSTRACT CARDS BE
   COMBINED INTO ONE OPERATION AND THAT ALL LOGGING BE CONVERTED TO
   CARD FORMS.

   Although a central mail control system recording the movement of
   each paper through an office is desirable, it is not feasible to
   establish a central control system in the ODCI and still maintain
   the "need to know" policy. Sensitive mail comes in and goes out
   in sealed envelopes with no record of the contents maintained in
   Executive Registry. Also, certain mail is forwarded unopened
   direct to addressee and logging is limited to the recording of
   information on the envelope. Mail that is opened is entered in
   a log book by recording the following: ER number, from or to,
   classification, date, and subject. The log entry is then used to
   enter the same information on a 3-part card form (Abstract Cards)
   which serve as cross-references. By combining the two operations
   and without additional effort for the one operation of preparing
   abstract cards, one copy of the abstract cards can serve as a log.
   See process chart (Attachment A).

   Miscellaneous documents such as publications, █████████ etc.,
   which are not assigned as ER number are recorded in various log   25X1A
   books maintained for each category of documents. This method of
   logging is a slow and cumbersome operation and access to the logs
   is limited. By converting to the use of cards in lieu of log
   books a more flexible system of maintenance could be achieved which
   would speed up the recording and retrieving operation.

   In addition, and as a form of control, it is recommended that the
   log cards be filed in a suspense file until the document is received
   in Executive Registry for file. At that time the cards should be
   removed from the suspense file and filed in a completed file.

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